

**City of Verona**  
**Minutes**  
**Plan Commission**  
**May 2, 2016**  
**Verona City Hall**

1. The meeting was called to order by Jon Hochkammer at 6:32 p.m.
2. **Roll Call:** Jon Hochkammer, Steve Heinzen, Jeff Horsfall, Jack Linder, Scott Manley, Jon Turke. Patrick Lytle was absent and excused. Also present Adam Sayre, Director of Planning and Development; Jeff Montpas, City Engineer; Holly Licht; Deputy Clerk.
3. **Minutes:** Motion by Manley, seconded by Turke, to approve the Minutes of the April 6, 2016, Plan Commission meeting. Motion carried 6-0.
4. **Public Hearing: Conditional Use Permit for a proposed Indoor Commercial Entertainment land use, known as Arby's Restaurant, to be located at 631 Hometown Circle.**

Motion by Heinzen, seconded by Horsfall, to open the public hearing at 6:34 p.m. Motion carried 6-0.

There were no comments from the public.

Motion by Manley, seconded by Heinzen, to close the public hearing at 6:35 p.m. Motion carried 6-0.

**a. Conditional Use Permit for a proposed Indoor Commercial Entertainment land use, known as Arby's Restaurant, to be located at 631 Hometown Circle.**

Mr. Sayre explained that the 2,500 square foot restaurant would be in the eastern most part of building. The proposed restaurant plans to utilize the drive through that was previously approved by the Plan Commission.

Motion by Linder, seconded by Heinzen, to recommend that the Common Council approve the Conditional Use Permit for a proposed indoor commercial entertainment land use, known as Arby's Restaurant, to be located at 631 Hometown Circle. Motion carried 6-0.

**b. Site plan review for façade changes to the future building to be located at 631 Hometown Circle.**

Mr. Sayre explained that the original site plan included 3 potential tenants; they are now proposing 4 potential tenants. Because of the increase of tenants, the building's doors will be shifting causing a loss in window area.

Mr. Linder questioned why all the handicap spaces were on one side of the parking lot. Mr. Sayre said that the handicapped parking spaces met the requirement on numbers. Brad Koning, the architect for the project, explained that they need one van accessible stall and grouping all the handicapped parking stalls together would make the parking lot more efficient without losing any stalls.

Mr. Manley asked about the ladder on the east side of the building. Mr. Koning said it was necessary in order to comply with OSHA regulations.

Motion by Manley, seconded by Heinzen, to approve the site plan for façade changes to the future building located at 631 Hometown Circle. Motion carried 6-0.

**5. Public Hearing: Conditional Use Permit for a proposed 9,400 square foot group daycare center to be located at 200 Keenan Court.**

Motion by Horsfall, seconded by Heinzen, to open the public hearing at 6:45 p.m. Motion carried 6-0.

There were no comments from the public.

Motion by Horsfall, seconded by Manley, to close the public hearing at 6:46 p.m. Motion carried 6-0.

**a. Conditional Use Permit for a proposed 9,400 square foot group daycare center to be located at 200 Keenan Court.**

Mr. Sayre presented the staff report on the proposed conditional use permit for a 9,400 square foot group daycare to be located at 200 Kennan Court. He explained the Plan Commission had previously had concerns with the design of the building as it related to the other buildings in the area. Staff has no concerns with parking or access to the building. The applicant is planning one access point from Kennan Court; previously there were two.

Mr. Sayre explained that the project would have a pitched roof. The applicant has proposed the pitched roof to make the day care look more like a home. Mr. Sayre stated that the Plan Commission initially had concerns over the roof because of the surrounding buildings. Mr. Sayre stated that if the Plan Commission were to approve the proposed design, the future building to the west would also have to have a pitched roof.

Motion by Linder, seconded by Manley, to recommend that the Common Council approve a conditional use permit for a proposed 9,400 square foot group daycare center to be located at 200 Keenan Court. Motion carried 6-0.

**b. Site plan review to allow for the construction of a 9,400 square foot daycare facility, known as Kind and Joyful Daycare, to be located at 200 Keenan Court.**

Mr. Linder, Mayor Hochkammer and Mr. Manley agreed that the applicant had made significant improvements and have made the project more visually appealing.

Motion by Linder, seconded by Horsfall, to approve the site plan to allow for the construction of a 9,400 foot daycare facility, known as Kind and Joyful Daycare, to be located at 200 Keenan Court with the following condition:

1. Prior to the issuance of building permits, the City Engineer must approve a wastewater management plan and a grading/erosion control plan for the project.

Motion carried 6-0.

**6. Public Hearing: Conditional Use Permit for a proposed 147-unit personal storage facility to be located at 1010 Solar Court.**

Motion by Linder, seconded by Manley, to open the public hearing at 6:57 p.m. Motion carried 6-0.

There were no comments from the public.

Motion by Horsfall, seconded by Heinzen, to close the public hearing at 6:58 p.m. Motion carried 6-0.

**a. Conditional Use Permit for a proposed 147-unit personal storage facility to be located at 1010 Solar Court.**

Mr. Sayre presented the staff report on the proposed conditional use permit for a proposed 147-unit personal storage facility to be located at 1010 Solar Court. He stated that Plan Commission had approved a site plan for a 16,100 square foot building in this location in 2008, but since then no work has been completed. The proposed project will contain 5 buildings with 2 access points. Staff has no concerns because of the low volume of traffic on Solar Court.

Mr. Horsfall asked if the City had ever had a public safety issues with the 24-hour storage facilities in the past. Mr. Sayre responded that Chief Coughlin is not concerned about potential crime and that there would be 24-hour security cameras on-site. Fred Eisenhauer, the applicant, explained that there would be 10-12 cameras on the buildings and there would be lights in the rear of the buildings.

Mr. Linder asked if there would be any signage on the buildings. Fred Eisenhauer said there would be a sign in the center of one of the buildings.

Mr. Hochkammer asked Mr. Eisenhauer what the rules were about parking at the facility. Mr. Eisenhauer explained that only temporary parking will be allowed for those using the units.

Motion by Manley, seconded by Heinzen, to recommend that the Common Council approve a conditional use permit for a proposed 147-unit personal storage facility to be located at 1010 Solar Court. Motion carried 6-0.

**b. Site plan review to allow for the construction of a 147-unit personal storage facility to be located at 1010 Solar Court.**

Mr. Horsfall asked if the stormwater pond was deep enough to require a fence around it. Mr. Montpas responded saying that he is still reviewing the pond and is unsure if it will require a fence.

Motion by Manley, seconded by Turke, to approve the site plan review to allow for the construction of a 147-unit personal storage facility to be located at 1010 Solar Court, with the following conditions:

- Prior to the issuance of building permits, the City Engineer shall review and approved a stormwater management plan.
- Prior to the issuance of building permits, the applicant shall submit a revised landscaping plan that conforms to the Zoning Ordinance for approval by the Director of Planning and Development.

Motion carried 6-0.

**7. Site plan review for Sugar River Pizza to construct an outdoor patio canopy at 957 Liberty Drive.**

Mr. Sayre explained that the Plan Commission had previously approved an outdoor patio for the restaurant in July of 2015. The applicant is now requesting an 864 square foot canopy to cover part of the outdoor patio.

Mr. Heinzen asked what the canopy was made out of. Jerry Bourquin, the project architect, said it was made out of metal. Mr. Horsfall asked if a screen porch would make it enclosed. Mr. Sayre explained that he didn't want the porch to become enclosed and be used year round.

Mr. Manley asked about the gate that would surround the patio. Mr. Sayre responded saying that there would be a push bar and an alarm that would sound behind the bar to alert the bartender that the gate has been open.

Motion by Horsfall, seconded by Heinzen, to waive the initial proposed canopy and recommend that Common Council approve the site plan review for Sugar River Pizza to construct an outdoor patio canopy at 957 Liberty Drive with the following conditions:

- The use of the outdoor seating area is permitted to operate from 7:00 a.m. to 10:00 p.m. seven days per week.
- Outdoor seating area fencing shall be a minimum of 48" tall.
- The outdoor patio fencing material shall be approved by the Director of Planning and Development.
- The exit for the outdoor seating area shall be labeled as an "exit only"
- Then fence and gate for the outdoor seating area shall comply with the requirements from the Police Department and the Building inspector.
- The outdoor canopy shall not be fully enclosed unless approvals are obtained from the Plan Commission.

Motion carried 6-0.

**8. Site plan review to allow for the construction of a 7,000 square foot retail building to be located at the southeast corner of Liberty Drive and Laser Street on Lot 26 in Liberty Business Park.**

Mr. Sayre explained that the applicant has indicated that the project will include a florist, beauty salon, and boutique gift shop. He stated the Plan Commission provided an initial review of the project in August 2015 and suggested the building be orientated along Liberty Drive. Staff has no concerns about setbacks, parking or stormwater management. Staff recommends a stop sign be added to stop traffic and allow traffic from Liberty Drive to enter the shared driveway

Mr. Manley commented that the architecture of the building looked nice. He also recommended a cut in the median on Liberty Drive so if you wanted to get back on

County Highway M you wouldn't have to take a right and then make a U-turn. Mr. Montpas said they would have to look at a traffic analysis for the entire development. Horsfall asked if there was a schedule to look at the traffic issue. Mr. Sayre said that he would have Mr. Montpas take a look at the TIA. Manley asked about direct access to Highway M. Mr. Sayre said that could be challenging because the City would have to go through Dane County to get that approved.

Motion by Horsfall, seconded by Manley, to approve the site plan review for the construction of a 7,000 square foot retail building to be located at the southeast corner of Liberty Drive and Laser Street on Lot 26 in Liberty Business Park with the following conditions:

- Prior to the issuance of building permits, the City Engineer shall review and approve a stormwater management plan.
- The applicant shall install a stop sign on Lot 27 immediately west of the private sidewalk at the property line.

Motion carried 6-0.

**9. Initial review site plan review of a proposed 3,500 square foot retail building to be located at 422-426 East Verona Avenue.**

Mr. Sayre stated that the applicant intends to demolish the current buildings on the property and build the proposed retail building in that space. Access to the site would be from Verona Avenue and be a shared access with Culvers. The access to the proposed building is larger than what the City normally sees, but it is necessary to accommodate the weekly delivery by a semi-truck.

Stormwater and landscaping plans have not yet been submitted. Mr. Sayre said that most likely the applicant will be required to have a fence and significant landscaping to the north property line.

Mr. Sayre said the applicant is proposing to use CMU block, stone and EIFS materials. A canvas canopy would be provided on the south elevation over the front door. An overhead door is planned on the west elevation for deliveries. Staff recommends additional windows to be added on the east elevation facing Verona Avenue. Staff also recommends the stone column be extended above the roof line and additional stone be added.

Mr. Horsfall asked if there was an agreement that the building should sit east/west and not parallel to Verona Ave. Mr. Sayre said it was not a requirement. He said that they orientated the building with the access drive. Mr. Horsfall asked if the existing house on the property was east/west. Mr. Heinzen said that all the houses in that area are east/west orientation.

Mr. Linder commented that he liked the east/west orientation and the columns that extended above the building. He thinks this is a major improvement compared to what is there now. Mayor Hochkammer agreed.

Mr. Linder asked if they needed to screen the back with a fence or landscaping. Mr. Sayre said they would probably need to screen in with one or both because of the residential neighborhood behind the building.

#### **10. Discussion regarding 2016 housing data.**

Mr. Sayre stated that in 2015 we issued 75 permits for new houses and 119 permits for multi-family units. In 2016, the City has issued 20 permits for new houses and 45 permits for multi-family units.

Mr. Sayre gave an update on available single-family lots left in the City. He said there are approximately 13 lots in Scenic Ridge, 6 lots in Harper Drive Estates, 2 lots in Westridge, 3 lots (duplex) in Hawthorne Hills, 20 lots ready to be built in Cathedral Point and 110 lots to be developed in Cathedral Point. Overall, there are about 44 buildable lots and 154 vacant platted lots.

Mr. Heinzen asked if the 44 buildable lots available was significantly less than the number of lots available within the last 10 years. Mr. Sayre didn't have the data, but thought that it was significantly less. Mr. Sayre said right now the challenge is the City only has one development that has available lots. Mr. Heinzen asked if there was something the City Council or the Plan Commission could do to increase the number of buildable lots. Mr. Sayre said there is not much that the City can do in the near future. He said we have some projects coming up. There is Hometown Grove that will begin in 2016 that has 32 single-family lots, Kettle Creek and North Neighborhood will both be adding single-family lots between 2016-2018. Mr. Sayre said the Council could look into changing some of the neighborhood plans, but they were set up as long term plans.

Mr. Heinzen asked why we are running out of lots so quickly. Mr. Sayre responded that there it is a supply and demand issue. Mr. Hochkammer added that young families and older people want to move to Verona because of all the services the City provides, the schools, and safety reasons. He also said he thinks it's important to spread the development out instead of everyone building in one neighbor. He stated it's a problem with overcrowding in schools, especially in Glacier Ridge.

Mr. Manley is concerned that we are running out of lots too soon. He thinks that the City needs to be careful with planning in the future. He mentioned that the Erbach property took away some potential single-family housing lots.

Heinzen asked about the property along Highway 69, known as Stewart's Woods. Mr. Sayre said it is still owned by the state. He added that it is not set up for utilities so it would not be easily developed.

Mr. Linder asked if there were any other projects coming up besides the North Neighborhood. Mr. Sayre there is nothing that he knows of but there always is potential for land that is out there.

Mr. Linder asked why the number of available lots has dropped so quickly in the last several years. Mr. Sayre explained that many of those lots were bought by Epic for their campus expansion. Mr. Linder asked why we are seeing less duplex in the City. Mr. Sayre responded that there is just less demand for them right now.

#### **Reports and comments from the Planning Department**

Mr. Sayre announced we have ordered our public notification signs and Staff hopes to get those installed for the June Plan Commission meeting.

**11. Reports and comments from the Plan Commissioners**

Mr. Hochkammer mentioned that there would be a lengthy meeting in June. Mr. Sayre said that the July Plan Commission would be July 6<sup>th</sup>.

12. **Adjournment:** Motion by Horsfall, seconded by Manley, to adjourn at 8:05 p.m. Motion carried 6-0.

Respectfully submitted,  
Holly Licht, Deputy Clerk